

DRAFT OCTOBER AGENDA**California Environmental Education Interagency Network (CEEIN)**

Date: October 19, 2004

Time: 9:30 a.m. to 11:30 a.m.

Location: Cal/EPA Building, Room 2540

Lead: Susan Knadle

Note taker: Tom Mays

Timekeeper: Zori Lozano-Friedrich

Facilitator: Zori Lozano-Friedrich

Backup Lead: Laurie Monserrat

BRING YOUR OWN COFFEE**FRUIT WILL BE PROVIDED!****AGENDA**

	Item	Lead	Time	Action
1.	<u>Check – in and Catch -up</u> <ul style="list-style-type: none"> Welcome & Introductions Review Agenda Approve Minutes Update Outstanding Action Items Distribute “What’s New in Your World” 	Susan & Zori	9:30 – 9:40	Distribute Sign-In Sheet
2.	<u>What’s New In Your World</u> <u>Ollie Saves the Planet (10 min)</u> <u>Public Service Announcements (5 min)</u>	All Kathleen Strickley Phaedra Bota	9:40 – 10:00 10:00 – 10:10	
3.	<u>Committee Reports & Discussion</u> Administration & Organization <ul style="list-style-type: none"> Nothing to Report Communications & Outreach <ul style="list-style-type: none"> Brochure Update Diversity <ul style="list-style-type: none"> Nothing to Report Leadership & Legislation <ul style="list-style-type: none"> AB 1548 Update AB 1696 Update Environmentality <ul style="list-style-type: none"> Committee Definition JCEC Update 	Joanne Vorhies Carolyn Tucker Kay Antunez Andrea Lewis Karen Johnson	10:10 – 10:45 0 min 15 min 0min 17 min 3 min	
4.	<u>New Business</u> <u>CDE Update</u> EE Compendium EE Board Jill Buck – Go Green Initiative	Bill Andrews Jill Buck	10:45 – 10:52 6-8 minutes 10:52 – 11:25	
5.	<u>Meeting Wrap-Up</u> <ul style="list-style-type: none"> Clarify Action Items Pending Items/Parking Lot Develop November Meeting Agenda Evaluate Meeting 	Zori	11:25 – 11:30	

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 11 CEEIN Members is needed to hold a meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the following meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.